



SOPREMA

Senior Center  
& Café

617 School Drive, Wadsworth, Ohio 44281

## CODE OF CONDUCT

The Soprema Senior Center & Café (Center), a department of the City of Wadsworth, is located on the beautiful Community Center Campus that is owned by Wadsworth City Schools. The Soprema Senior Center offers free membership to anyone 55+ and the Soprema Café, operated by Medina County Senior & Adults Services (MCSAS), is open to the public of all ages. In order to maintain a positive, safe and welcoming environment for all members, volunteers, patrons and guests, we ask that everyone adhere to this Code of Conduct.

### **Responsible Program Participation & Use of Soprema Senior Center & Café**

- Check in at one of the lobby kiosks with each visit. Not only is this helpful to Center staff with attendance but also in case of emergency.
- Free Wi-Fi is available to use at your own risk. Accessing inappropriate matter on the internet of any kind is strictly prohibited and monitored by the City's IT Department.
- Participants are expected to follow the rules and guidelines for each program or activity and treat all volunteer leaders, presenters, instructors, staff and fellow participants with courtesy and respect.
- Show care and respect for the Center's property, equipment, supplies, décor, etc. as well as the property of others. Theft is not tolerated.
- Disagreements or conflicts should be handled with civility. Assistance from Center staff should be sought if needed. Disruptive behavior, angry verbal and/or physical attacks, and bullying of any type, is not acceptable.
- Sexual harassment or any unwelcome advances through words, gestures, body language, etc. will not be tolerated.
- We ask that no outside food or beverages are brought into the Center since they are available for purchase in the Soprema Café. Exceptions need to be arranged with Center staff. Note: Center members enjoy perks in the Café.
- Entrance into the kitchen is not permitted without approval from MCSAS staff, who operate the Cafe.
- Solicitation and/or circulation of materials of any kind, unless approved by Center staff, is prohibited.

## Compliance with Health & Safety Guidelines

- Members and guests are asked to maintain proper hygiene.
- Members and guests must have the ability to manage incontinence successfully and independently so that bodily fluids are contained. (Having a personal caregiver on site to help with this is acceptable.)
- All injuries and medical emergencies are to be reported to Center staff immediately so that proper action can be taken. Center staff will complete an incident report that will be kept on file.
  - Members are required to provide an emergency contact and are responsible for notifying the front desk of any changes.
- Anyone showing signs of any contagious condition (such as a virus or infection) and/or any infestation (such as bed bugs or lice) are required to refrain from visiting the Center until clear, for the safety and wellness of all members, visitors, volunteers and staff. (Zoom options to join programs from home are often available.)
- Adhere to current mask requirements per the CDC when returning from a contagious viral or bacterial infection. (Masks are available for free at Center.)
- The entire Wadsworth Community Center Campus is an alcohol, tobacco and drug free environment.
  - Smoking and/or vaping in any form is strictly prohibited on the entire campus, including anywhere inside and outside of the Soprema Senior Center & Cafe.
  - Alcohol or drugs of any form may not be brought into the Center or consumed anywhere on the Community Center Campus at any time.
- The presence of weapons of any kind will immediately prompt a call to the Wadsworth Police Department, who have access to security cameras inside and outside of the Center.

## Code of Conduct Violations

Failure to comply with the Code of Conduct may result in the following in order to maintain a safe and welcoming environment:

- **1<sup>st</sup> Incident:** Conversation with a verbal warning from Center Director (or other Center staff in their absence).
- **2<sup>nd</sup> Incident:** Wadsworth City Administration will be notified, and a decision will be made about a possible suspension from the Center, depending on the nature and severity of the offense. A written report with the reason for the action will be provided to the person being suspended.

The Wadsworth Police Department will be notified immediately of any dangerous or threatening behavior and the perpetrators will be asked to leave the premises immediately. Wadsworth City Administration will also be notified immediately.